How to minimize the file size of your supporting documents?

The HKUST Online Application System provides applicants with 6.00 MB of upload quota. To help you manage your upload quota, here are a few tips to minimize the file size of the electronic-version of your supporting documents.

➢ *Use a Scanner*

① Scan the documents in <u>black and white</u>.

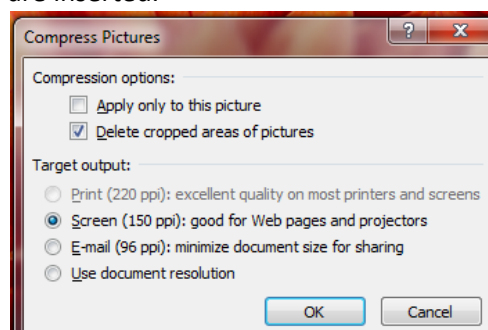② Save the documents with a low resolution setting (e.g. 150dpi).

➢ *Use a Camera + Microsoft Word*

Image files taken with a digital camera could be very big.

You may reduce the image file size by pasting it onto a Microsoft Word file,
then use the compression function which can maintain the clarity of the images for on-screen viewing and printing by following these steps:

① Open MS Word and insert the image of the supporting document to a blank Word file.

② Adjust the size of the image, ensuring details on your document is clear and readable.

③ For a multi-page file, repeat steps ① and ② until all images are inserted.

④ Click against the image and select "Format" from the header.

⑤ Select "Compress Picture". **

⑥ On the pop-up window, choose the following settings and then press OK:
   - Uncheck "Apply only to this picture"
   - Select " Screen (150 ppi): good for Web pages and projectors"

⑦ Save the file as a <u>Word document</u> or as a <u>PDF</u>. Ensure that its size is within 1.00 MB. Your file should now be ready for uploading to your online application; preview and click the "Confirm" button to complete the uploading process.

Since most of your supporting documents are of confidential nature, this way of compressing your documents would maintain a high level of privacy as everything is done locally on your computer.

**If needed, get help from online videos by searching the keywords "MS Word compress images" for a detailed walkthrough.

➢ *Use Online Resources and Freewares*

Search for "reduce image online free" or "reduce PDF", and you'll find many online resources at your service.

Some cell phone Apps can convert images into lower resolution PDFs or even using the built-in camera of your cell phone as a scanner to generate PDFs. Simply look for "scanner" in your App Store.

I have used up my quota but I haven't uploaded my final transcripts yet!
On successful submission of your application online, the system will automatically grant you an additional 2.00 MB. Make good use of it and manage it well for the final transcripts and additional documents you want to provide to us.